

MONROE COUNTY

JOB DESCRIPTION

Position Title: FOREMAN PAINTING

Date: 01/14/99

Position Level: 7

FLSA Status: Nonexempt

Class Code: 7-16

Unknown

Deleted:

GENERAL DESCRIPTION

Primary function is to supervise the painters and perform tasks associated with painting County buildings and facilities.

Unknown

Deleted:

KEY RESPONSIBILITIES

1. * Analyze projects ensuring completion in a cost effective and efficient manner.
2. Check and maintain tools and equipment periodically in order to ensure proper operation and safety.
3. *Coordinates jobs with the painting crew, supervisors and contractors.
4. Purchase materials with purchase orders and secure delivery to job site.
5. Ensures that work is completed in a safe and efficient manner.
6. *Prep the area to be painted which include using tools in the tasks associated with scraping, pressure washing, priming, patching holes, mixing paints, staining, etc.
7. Assists Carpenters in completing various tasks associated with the painting project.
8. Coordinates duties for inmates of jail trustee program.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	2 to 3 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Requires Florida Drivers License.

APPROVALS	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	
Name: _____	Signature: _____ Date: _____
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____